# ADA Checklist for Recipients and Subrecipients

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Frequency</th>
<th>Done?</th>
<th>Posted on Website</th>
<th>Comments</th>
<th>Reference</th>
</tr>
</thead>
</table>
| Designated ADA Coordinator                        | Always    |       |                   |          | http://www.ecfr.gov/cgi-bin/text-idx?SID=aecb4611c7a2e3b7fcb3feacb41733e2f&mc=true&node=se28.1.35_11 | 28 CFR 35.107(a)  
ODOT ADA Coordinator: Chris Thompson  
Office contact number: 405-521-4140  
Cell contact number: 405-490-0381 |
| Self-Evaluation / Transition Plan                  | Keep Updated |       |                   |          | http://www.ecfr.gov/cgi-bin/text-idx?SID=9d2f341e6b4a709b6f238eefc3eaa99f5&mc=true&node=se49.1.27_11 | 49 CFR 27.13(a)  
Note: Sub-Recipient Guidance Not Required Always |
| Notice of Non-Discrimination                      | Keep Updated |       |                   |          | http://www.ecfr.gov/cgi-bin/text-idx?SID=966f26ca2ff455f5a050877f6d196dd5&mc=true&node=se28.1.35_11 | 49 CFR 27.15  
Note: 28 CFR 35.106 |
| Complaint Procedures / Complaint Forms            | Keep Updated |       |                   |          | http://www.ecfr.gov/cgi-bin/text-idx?SID=53b256f0e40f1553967f5d418465e&mc=true&node=se49.1.27_15 | 28 CFR 35.107(b)  
49 CFR 27.9 |
| Assurances                                       | Yearly or in agreements / contracts |       |                   |          | http://www.ecfr.gov/cgi-bin/text-idx?SID=966f26ca2ff455f5a050877f6d196dd5&mc=true&node=se49.1.27_19 | 49 CFR 27.9  
Note: Sub-Recipient Guidance Not Required Always |
| Sub-Recipient Guidance                            | Not Required |       |                   |          | http://www.ecfr.gov/cgi-bin/text-idx?SID=966f26ca2ff455f5a050877f6d196dd5&mc=true&node=se49.1.27_19 | 49 CFR |

You can use this checklist to help you keep track of tasks that you need to complete. This checklist is for guidance only. The Oklahoma Department of Transportation has a responsibility, under Title II of the Americans with Disabilities Act and Section 504 of the Rehabilitation Act, to ensure its services, facilities, and Public Rights-Of-Way are readily accessible to and usable by individuals with disabilities to the fullest extent possible. The Americans with Disabilities Act (ADA) prohibits discrimination on the basis of disability. ODOT will ensure that qualified individuals shall not, solely on the basis of their disability, be excluded from participation in, denied the benefits of, or subjected to discrimination under any of its programs, services or activities as provided by section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 (ADA). The Oklahoma Department of Transportation (ODOT) ensures that no person or groups of persons shall, on the grounds of race, color, sex, religion, national origin, age, disability, retaliation or genetic information, be excluded from participation in, be denied benefits of, or be otherwise subjected to discrimination under any and all programs, services, or activities administered by ODOT, its recipients, subrecipients, and contractors.